

Department of Workforce Development
Division of Workforce Solutions
Administrator's Memo

NOTICE 02- 23

DATE: 12/26/2002

DISPOSAL DATE: On Going

RE: Random Moment Sampling

To: County Departments of Social Services Directors
County Departments of Human Services Directors
Child Support Agency Directors

From: Ronald F. Hunt 
Deputy Division Administrator

Mary C. Rowin 
Deputy Division Administrator

The Department of Workforce Development (DWD) and the Department of Health and Family Services (DHFS) are implementing a Random Moment Sampling (RMS) system that will identify staff effort to benefiting programs in county agencies that administer public assistance programs. RMS is a federally approvable methodology for distributing shared administrative costs and Agency Management, Support and Overhead (AMSO) costs to the benefiting programs.

For the first quarter of 2003, officials from DWD, DHFS, Wisconsin Counties Association (WCA), and the Wisconsin Counties Human Services Association (WCHSA) agreed to use the current methodologies (100% time reporting, time studies or other methods) for reporting and payment, while RMS will be used for federal reporting. The agreement stipulated that all counties will maintain current allocation methodologies for the first quarter and also participate in the RMS.

The random sampling will occur on a quarterly basis and will begin on January 6, 2003. Observations, in the form of telephone polling, will be made at random times during the workday to individuals in the sample. Program and activity information of the individual being sampled at the random moment will be used to determine the distribution of shared costs. Full time equivalent (FTE) totals will be used to allocate AMSO costs to each functional area in the public assistance agency.

AMSO and shared costs will be allocated at the end of each quarter to the benefiting programs. Since RMS statistics are quarterly, county finance staff will not be able to provide county boards with costs by program until the end of the quarter. Once the first quarter statistics are collected, these statistics can be used to project monthly expenditures by program for budgetary purposes. Starting in April for January expenditures, counties will receive monthly expenditure reports that show how reported expenditures were allocated. As stated above, payments for the first quarter expenditures will be made from CARS based on 2002 methodologies.

As part of the RMS implementation, county training and information sessions were held around the state. Counties can also call the RMS assistance line at (800) 845-7603 with

questions regarding RMS. Watch for updated information on the website at <http://www.dwd.state.wi.us/dws/bds/rms.htm> .

If you are not a county public assistance agency, this Administrative Policy Memo is not applicable

Any questions regarding this policy may be directed to the Department's Contract Manager.

REGIONAL OFFICE CONTACT: Area Administrator (Department's Contract Manager)